

SECRET

FILE

*Meetings  
(Minutes)  
J. C. 4*

MINUTES

DD/S STAFF MEETING

3 March 1970



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2. Mr. Coffey stated that Mr. Bannerman hopes to conclude his business by the weekend. We don't have a firm date as yet on his return.

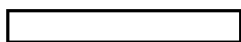
The Directorate's first report on problems of meeting our personnel reductions has been sent to the Executive Director-Comptroller.

3. DD/S Admin Instruction 70-4, Overtime Work

Occasional or irregular O/T requires Office Head or general Deputy approval. It is recognized that further delegation may be desirable under certain circumstances, such as physical separation. Requests for further delegation, with justification, should be sent to the DD/S for approval.

This procedure reflects policy tightening, a movement of the approval level upward.

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 Blake and Wattles pointed out that the requirement for Office Head signature on the T&A posed problems of numbers, movement of T&A's, knowledge of whether the man actually worked the overtime claimed.

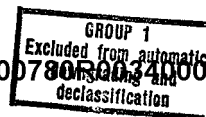
Mr. Coffey indicated that he would reconsider this aspect of the Instruction.

4. Training Films

OTR has made films on Microdot, Walk-In, and Time Drops and Brush Passes. These will be shown Tuesday, 17 March at 10:30 in 1E-74. Total running time is about one hour.

It is proposed to show these films in lieu of holding a Staff Meeting. However, should there be items for Staff discussion, a meeting could be held after the film showing.

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5. Publications Procurement

The FY-70 allocation to CRS for publications procurement is \$65,000. CRS reports that \$61,000 had been spent as of 31 December 1969.

We should take a hard look at our future procurement, keep accurate records as there is some doubt as to the accuracy of CRS records.

6. Security Violations: January 1970

Four violations, one each in OF, OL, OP and OTR. Three violations were charged to the Directorate in January 1969.

7. Manners in Interpersonal Relationships

Mr. Coffey cautioned against the unnecessary use of first names when referring to the senior officials of the Agency, especially in the presence of junior colleagues.

8. Around the Table

a. Dr. Tietjen

Arrangements have been made for assignment of a doctor to

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[REDACTED]

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b. [REDACTED]

Cited recent experience in reduction of OF records: some 300 boxes of record material were reduced to 6.

c. Mr. Blake

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He and [REDACTED] Chief, Supply Division, vice [REDACTED] recently visited headquarters Logistics Command.

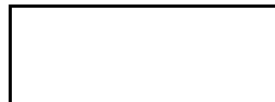
Mentioned a break-in (apparent robbery motive) at a [REDACTED] office which is involved in some Agency contracting work. No Agency contracting records are kept there.

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In connection with Rosslyn parking will discuss with GSA the recent GAO ruling that GSA may lease space and buildings for employee parking.



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Support Operations Staff/DDS

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JRP:ng (4 March 70)

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